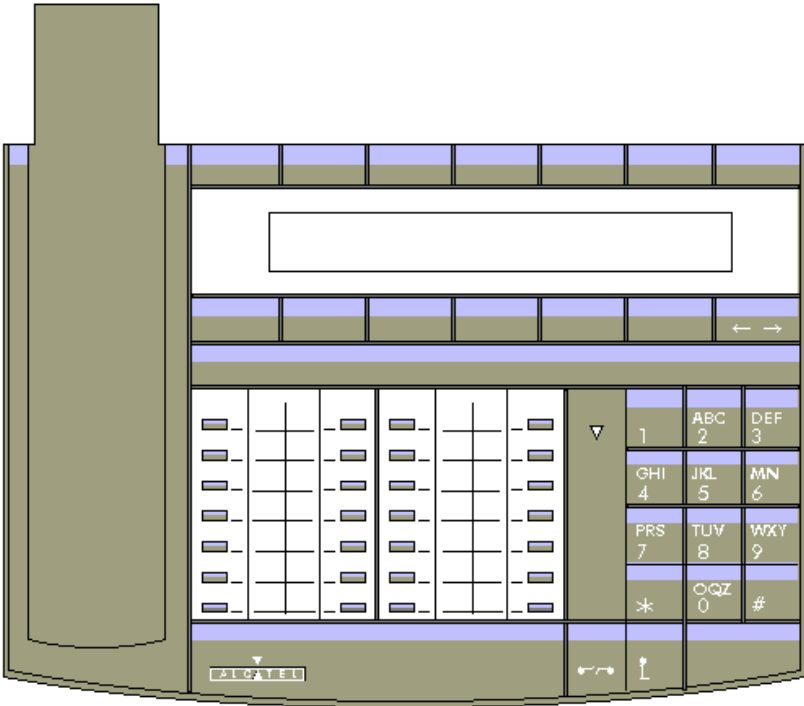


Alcatel 4034 User GUIDE

The Alcatel 4400 PABX System provides you with an extensive range of features that will contribute to better efficiency around the office. This user guide will help you take full advantage of these features.

These instructions only refer to 4034 digital telephones. Should you be using another digital telephone please see the appropriate digital user guide.



Feature codes

Main feature codes


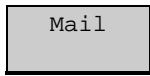
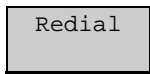
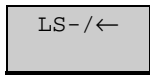
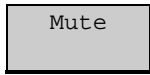


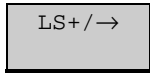
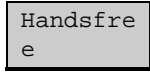

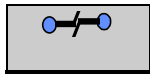
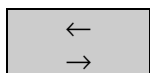
Function	Default Code	Page No.
Voice mail access	**	
Outside line	0	7
Operator	9	7
System memory number	*2	9
Cancel automatic call back	*90	10
Call back last caller	*8	12
Retrieve a parked call	*7	16
Direct call pick up	#6 + EXTN	17
Group call pick up	*6	17
Night service pick up	*1	17
Immediate forward	*01	18
Forward on busy	*02	18
Forward on no reply	*03	18
Forward on busy/no reply	*04	18
Cancel forwarding	*00	18
" Follow me" forward	*06	19
Cancel " follow me" forward	*07	19
Appointment reminder	#00	20
Cancel appointment reminder	#01	20
Withdraw from hunting group	#4	20
Re-enter hunting group	*4	20
Padlocking/unlocking an extension	*3	21
Meet me conference	#7	21
Account coded call	#2	22
Forwarding externally	*01	23
Moving service	#05	23
Substitution	#02	24
Do not disturb	*05	24

Note: The feature codes included in this guide are the default codes for the 4400 system. Occasionally, alternative codes may need to be used by the system installer.

General description

Your Alcatel 4034 extension is made up of 5 distinct zones:

The fixed keys - By using one of these keys you may access the most commonly used functions.

	to save a number and redial it later;
	to access the voice and text mail system;
	to redial the last external number dialled;
	to reduce the volume of the loudspeaker;
	deactivates the microphone while on a call.
	to access ISDN features;
	to activate the loudspeaker;
	to increase the volume of the loudspeaker;
	to activate the hands free microphone;
	to access the programming of the extension;
	to release a call or end programming;
	to scroll through the screens of the display.

The programmable keys

Your extension has 19 keys with icons which are programmable either by you or by the installer. They make it possible to:


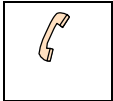


- call an internal or external number by pushing a single button;
- access a function.

To program the keys on your extension to suit your individual needs consult the section " customising your extension" .




The icons

There is a visual guide called an icon associated with each of the programmable and function keys. These icons carry information on:

a call:

- Call in progress (flashing) 
- Conversation in progress 
- Call on hold  or 

features:

- Feature inactive 
- Feature activated 
- Feature needing your attention 

legend:

The display

Your Alcatel 4034 extension has a 2 line display, which acts as your permanent guide.

Each of the two lines on the display may continue on to two or more pages.

The presence of an other page is indicated by the symbol ">" at the right hand side of the display.

The first line displays information on the status of your extension or on your caller, as well as the time and the date (when free).

The second line indicates the accessible functions at a given time. You access the function by pressing the soft key situated under the prompt.

There are ten soft keys which are linked to the display. Whilst in conversation, these soft keys may be used to access the features indicated.

When the extension is free, the soft keys act as programmable keys (45 in total). They may be used to memorise personal numbers for speed dialling or to memorise certain functions (see page 32 " Programming the Keys").

Additional optional equipment

Your extension is equipped with an alphabetic keypad which slides beneath the extension. If an external keypad is preferred, it is available as an optional extra.

The keypad enables you to use the messaging functions, call by name and the programming functions.

Add on modules of 20 or 40 keys may be connected to your extension. The keys on the modules are used in the same way as the programmable keys.

Voice guides help you select and carry out functions. Any feature request is followed by the confirmation voice prompt. "Your request has been recorded. You may now hang up". If the feature is unavailable to your extension you will hear, "The number dialled is not authorised. Please make enquiries".

Keys used



Key on the dialling keypad



Fixed function key



Soft key (linked to the display)



Programmable key

(may either be a key

linked

to an icon or a soft

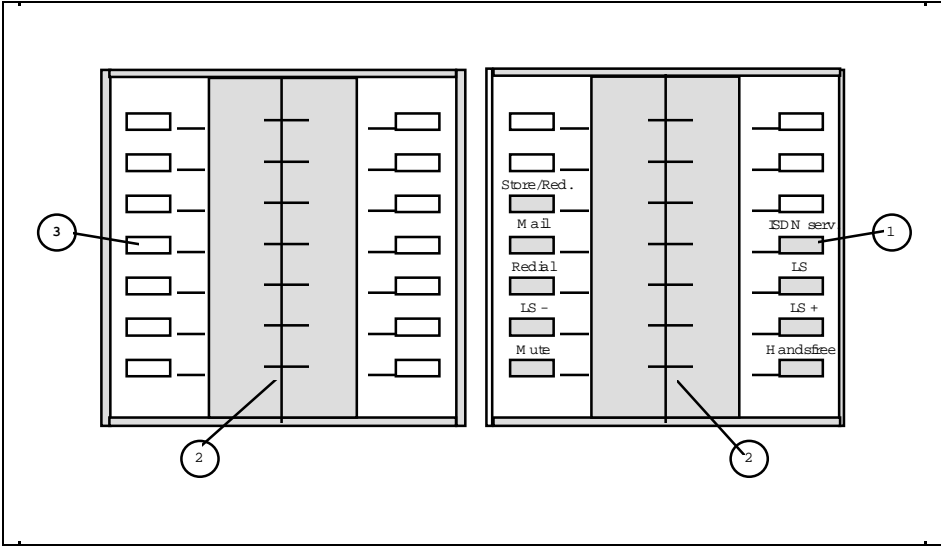
key)

"Beeps" during a conversation

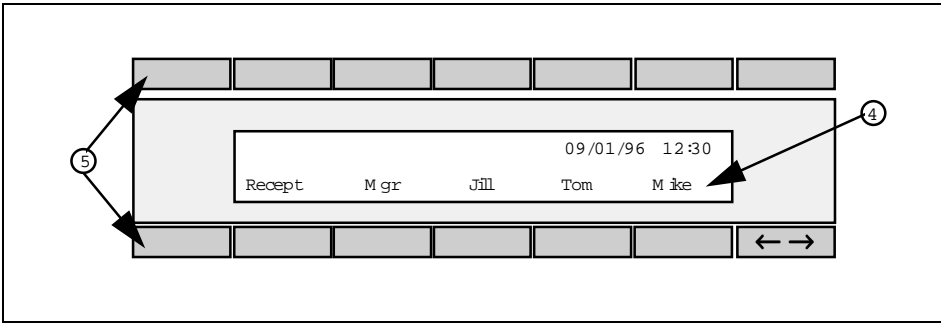
Single - operator intruding on a busy extension.

Repetitive - another caller attempting to reach you.

Telephone layout




- 1. The fixed keys
- 2. The icons
- 3. The programmable keys



- 4. The display
- 5. The soft keys

Making an External Call

 + External Number


Alternatively, instead of 0, you can press a line key for an outside line (if your extension is multiline).

Redial

There are two ways of storing and redialling an internal or external number:

 Number +


The number will be stored temporarily in the memory. To redial the saved number:



Alternatively, to automatically redial the last external number dialled:



Making an Internal Call

 Extension Number

Calling the Operator

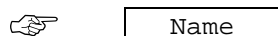


Calling by Name

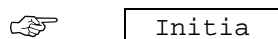
This feature allows you to search for the number of an internal user by typing in at least 2 characters of the name or initials on the alphabetic keypad.

SMI_ Name Initia Cancel Name&F
--

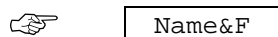
If the characters entered correspond to a surname:



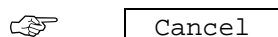
If the characters entered correspond to the initials of the first name and surname:



If the characters entered correspond to a surname followed by a first name:







To cancel the operation and quit:



Once the relevant search has been carried out, the display will show the first name found. If more than one possible name matches the characters entered, the display indicates that there are further names (i.e. 01/03).

SMITH JOHN 218 01/03 Next Call Cancel Prev
--

-  to view the next possible name
-  to call the displayed name
-  to view the previous name
-  to cancel the operation and quit

Dialling a Personal Memory Number

To call a number programmed in the personal memory either press the soft key under the appropriate name if displayed, or use the scroll key to find the name, then press the associated soft key. If the number is stored on a programmable key simply press the key.

Calling a System Memory Number

System memory numbers are programmed by your system manager. They are stored in a central memory and are used for abbreviated dialling.

Your system manager will provide you with a list of the numbers available to you.

   + the memory number

Note: When using the system memory to call an external number, you do not need to dial 0 for an outside line.

Leaving an Automatic Call Back

If the extension being called is busy, you may ask to be called back as soon as they are free. Your display will appear as follows:

```
SMITH JOHN      218  is busy
LSInt  Book     Intrus    CampOn
```



Book

As soon as the extension is free you will be called back.

Leaving a Call Back Request

If there is no reply when you call, you may ask to be called back. When you receive no reply:

```
SMITH JOHN      218  is alerted
LSInt           Book
```



Book

This will activate the Mail key icon and light the LED on the called extension.

To cancel a call back:



*

9

0

+ the destination extension number

Consulting a Call Back Request

If someone has left a call back request on your extension in your absence, the Mail key icon and the LED on your extension will be flashing.



Mail



CallB
k

The first person to be called back will be displayed. To call them back:



Recall

To Wait on an Extension

If the extension you are calling is busy, you may wait on that extension until it is free. On receiving the engaged tone:



CampOn

The extension called will be informed by an audible beep that you are waiting.

Consulting a Waiting Call

While you are in conversation another caller may try to reach you. If this caller has permission to "camp on" (i.e. wait on) your extension, you may consult their identity without needing to answer the call. The display will appear as follows:

```
SMITH JOHN is camped on
Enquir      CampOn  Conslt
```

To take the waiting call:



Conslt

If you wish to return to your initial caller:



Broker

Intrusion on a Busy Extension

If you are trying to reach an internal extension that is busy, and you and the called extension have a category of service allowing intrusion:



Intr
us

If you have permission to intrude, you will be in conversation with the other two parties.

To cancel an intrusion, hang up.

Call Back Last Caller

Even if the last extension user to call you did not leave a callback message, it is possible to ring them back.



*

8

This is very handy should your phone stop ringing just before you reach it.

The name of the last caller is displayed:

SMITH JOHN

Book


To directly dial the extension number:




Book

Making an Enquiry Call

While you are on a call you may call a second person to make an enquiry.

 number of 2nd person (this may be an external number)

To return to the first caller:




Transferring a Call


To transfer a call to another extension, make an enquiry call. The display will appear as follows:

```
SMITH JOHN      218  is alerted
EnqOff   LSInt   Text
Transf
```

When the extension answers, introduce the caller then:



If the called party is busy, not answering, or refuses the call:



You are reconnected to the original caller.

Note: Depending on system configuration you may be able to transfer calls to an external number or mobile phone.

Making a Back and Forth (Broker) Enquiry Call

During an enquiry call you may talk alternately with each party. The display will show the following:

```
SMITH JOHN 218 // EVANS TARA
282
EnqOff  Broker  Conf
Transf
```

To alternate between callers:



Broker

You may also set up a back and forth call by pressing the appropriate line key for each call (if multiline).



A

icon illuminates
(caller A in conversation, B on hold)



B

icon illuminates
(caller B in conversation, A on hold)

Once the enquiry call has been cancelled, you are back in conversation with the first caller.

Making a Conference Call

This feature allows three people to be in conversation simultaneously. Call the first party, then make an enquiry call to the second person. The display will show the following:

```
SMITH JOHN 218 // EVANS TARA
282
EnqOff  Broker  Conf
Transf
```

Then, to create the conference between three people:



Conf

```
EVANS TARA 282 * SMITH 218
Conference
    ■ Conf      Transf
```

To cancel the conference and return to the first caller:



Conf

Receiving a Call

Either lift the handset or take the call in 'hands free' mode:



Handsfr
ee

Call Parking

Call parking allows you to disconnect from an external call and be reconnected later, either at your own extension or at another extension.

Your display will show the following:

```
ISDN
Enquir  Park  Trace  MFSend
CampOn
```

To park the call:



Park

+ extension where you want to
retrieve the call.

To retrieve a parked call:



*

7




+ extension where call is
parked

If the call is not retrieved within a set time (normally two minutes) it will revert to the switchboard.

Note: If you are parking the call on the extension you are using there is no need to dial an extension number.

Call Pick Up




To pick up a call that is ringing on another extension:

   + extension number that is
ringing

To pick up a call that is ringing on another extension
within your defined group:





Night Service Answer





Forwarding Calls

If you will be absent from your extension you may redirect callers to another extension.





To place an **immediate forward** on your extension:

    + the destination extension number





To place a **forward on busy** on your extension:

    + the destination extension number

To place a **forward on no reply** on your extension:

    + the destination extension number

To place a **forward on busy or no reply** on your extension:

    + the destination extension number

Canceling Call Forwarding

To cancel all call forwarding:


   

" Follow Me" Forwarding

If you are not at your own extension you can forward your calls to your current extension. Any extension on the same system can be used to activate forwarding.

To activate "**follow me**" forwarding:

 * 0 6

 the destination extension number + your own extension number

Cancelling " Follow Me" Forwarding

To cancel "**follow me**" forwarding from the destination extension:

 * 0 7


To cancel "**follow me**" forwarding from your own extension:

 * 0 0

Call Forward on Ringing

This feature enables you to forward a call while your extension is ringing (without answering the call).

When the extension rings, without lifting the receiver:

 extension number

Appointment Reminder

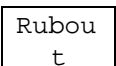
This feature allows you to programme your extension to ring at a specified time, as a reminder. To activate the reminder:

 # 0 0

Your
Appointment!

Enter the time at which you wish to be reminded. Your screen will confirm:

Your
Appointment! 0900
Rubout

Use  to modify the time if incorrect.


At the time of the reminder, your extension will ring. To confirm that you have received the reminder, lift the receiver and then hang up.

To cancel an appointment reminder:

 # 0 1

Withdrawing from a Hunting Group

This feature allows you to withdraw from a hunting group or automatic call distribution group. To activate the withdrawal:

 # 4

You will still receive your own calls.
To re-enter the hunting group:

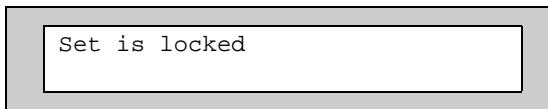
  

Padlocking/Unlocking your Extension

This prevents an extension from being used to make external calls without a code being entered:

If the feature is accepted, it will be displayed as follows:






To cancel the lock:

   + your personal code

Meet-Me Conference

Up to four participants, including two outside lines may speak in a telephone conference.

To join in a Meet-Me Conference:

   + the pre-arranged four digit code

If you are the first participant you will hear music until the other people join in.

To leave the conference, hang up.





You may re-enter at a later time.

To transfer an outside party into the conference, follow the above procedure then hang up.


Follow the procedure again to transfer yourself in.

These features should only be implemented with the knowledge of your system administrator.

Call Forwarding to an External Number

    + the external number preceded by '0'





To cancel:

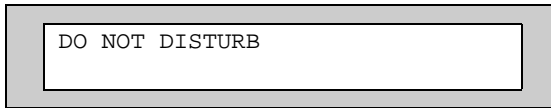
Note: You may only forward to an external number immediately. Check with the system administrator before activating this feature.

Activating Do Not Disturb

If you do not wish to be disturbed, this feature prevents callers (with the exception of the operator) from getting through to your extension:

    + personal code

If the feature is accepted, it will be displayed as follows:



To cancel Do Not Disturb:



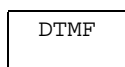
Sending DTMF Tones

DTMF tones may be sent during a call for using home banking services or to gain remote access to an answering machine, etc.

Once you have dialled an external number, your display will appear as follows:



Whilst in conversation:



Keys on dialling keypad as prompted.

To return to normal, hang up or press the release key.

Sending Text Mail

You may send a written message (up to 127 characters) to another extension with a similar type telephone.



Mail

The display will appear as follows:

0 Msg	0Msg
Text	Voice



Text



Send



Extension number

To confirm the destination:



Appl
y

You will then be asked to select one of the following three types of message:

FixMs
g

A list of predefined messages;

PrgMs
g

A list of predefined messages which need to be completed;

MyMsg


This list allows you to type in your own message, using the alphabetic keypad.



Once you have selected the list you require:



Next to scroll through the list

Prev to see prev. message

 **Appl y** to send the message

  **Back** to return

Reading Text Mail

If you have been sent text mail, the LED on the extension lights up and flashes in green. The presence of mail is also indicated by the icon next to the Mail key. To read your messages:

 **Mail**  **Text**

 **Read**

```
SMITH JOHN      09/01/96
11:05
Save   Scroll   Answer
Recall Back
```

Save will save the message to the memory;

Scrol l will show the first line of the message and any further lines it may continue onto. The date and time of the message is displayed first.

Answerr will allow you to send a reply directly back to the sender of the message.

Recall l will directly ring back the sender of the message;

Back

will return you to the previous menu;

Next

will display the next message (this will only be displayed if there is more than one message to be read).

Note: If you do not save the message after reading it, the message will automatically be deleted.

Leaving an Absent Text Message

If you are away from your extension, you may leave a message which will be sent to the display of the calling extension.



Mail



Text



Text

You will then be asked to select one of the following three lists of messages:

FixMs

g

predefined messages;

PrgMs

g

preprogrammed messages which need to be completed;

MyMsg

This list allows you to type in your own message, using the alphabetic keypad.

Once you have selected the list you require, to scroll through the list to find the applicable message:



Next

To confirm your absent text message:



Appl
Y

Your display will now show a permanent reminder of the absent message:

```
→Apology          09/01/96  
11:05
```



To cancel your absence text message:



Mail



Text



Txt>0
f



De-
ac
t

Making an Intercom Intrusion

If there is no reply on an internal extension, provided you have permission, you may make an intrusion on that extension via the intercom.

The following message will appear on your display:

```
SMITH JOHN is ringing
LSInt          Book
Text
```





```
LSIn
t
```

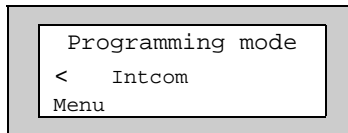
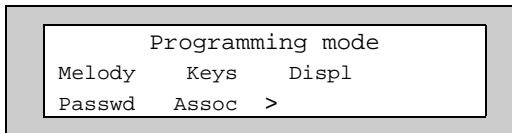
You will now be able to make an announcement over the loudspeaker of the required extension.

By customising your Alcatel 4400 extension you may adapt specific functions to suit your daily needs. Programming the keys allows you to access some of the functions directly without the need to enter feature codes.

User Customisation

To access programming, press  then the  soft key

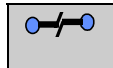
Your display will show the following:



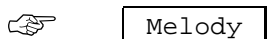
You will then have access to the following options:

- Melody: to select the ringing tone and volume of the extension;
- Keys: to programme the keys;
- Displ: to adjust the level of contrast of the display;
- Passwd: to programme the four digit personal password for your extension. (The default code is 0000);
- Assoc: to programme the associated number;
- Intcom: to programme the intercom list of name (up to ten users) who may access your extension in intercom mode when the mute/Int key is activated.

You may exit programming at any time by pressing



Programming the Melody



Or choose the desired tune as follows:



To adjust the sound level:



To apply your programming:



Programming the Keys

You may select one of the 45 available soft keys or one of the programmable keys with an icon. These keys may be programmed for two different purposes:

Personal Memory Keys

You programme personal memory keys with your own choice of numbers for direct dialling.

To enter programming mode:



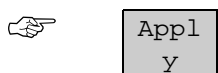
Then, to programme keys as part of your personal memory:



Select the key to be programmed.

Enter the number to be memorised.

Note: For external numbers, remember to enter the line number e.g. 0 as well as the destination number.



If you have programmed one of the soft keys, after you have applied the number, you will need to give the key a name and apply it.

Function Keys

To enter programming mode:



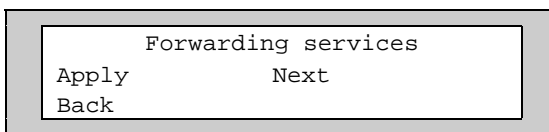
Then to begin programming the keys:



Select the key to be programmed.



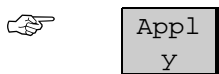
You will now have access to 7 groups of functions. The display will appear as follows:



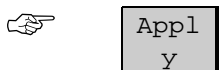
To scroll through the groups of functions:



Once you have found the appropriate group:



Select the desired function from this group and:



The following lists provide details of the features available.

Group 1 - Forwarding services:

Immed: unconditional call forwarding;
Busy: call forwarding on busy;
NoRep: call forwarding on no reply;
ByNoR: call forwarding on busy/ no reply;
FwdOff: cancel call forwarding;
DFwdof: cancel follow me (from destination);
RemFwd: call forwarding from any extension;
RFwdOf: cancel remote forwarding from any extension.

Group 2 - Extn DND & Padlock:

Padlock: extension padlock / unlock;
DND: do not disturb;
VoiGui: voice guide.

Group 3 - Call pick up:

Paging: paging answer;
GrpPic: call pick-up (group);
IndPic: call pick-up (individual);
Record: call recording;
GenBel: call pick-up - unassigned night answer;
Parked: call park / retrieve.

Group 4 - Associate services:

Assoc: call associate extension;
OvFlow: overflow to associate;
OvFLOf: cancel associated overflow.

Group 5 - Consultation & Callback:

Last ca: call back last caller;
Charge: charging information;
V Mail: access to voice mail.

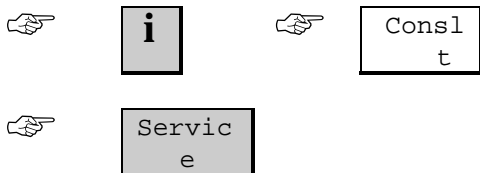
Group 6 - Appointment reminder:

Temp: set temporary appointment;
TempOf: cancel appointment reminder.

Group 7 - Diverse services:

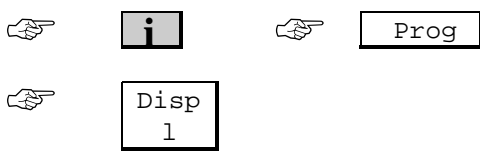
Nobip: intrusion protection;
Prject: business account code;
Substi: substitution;
Grpln: hunting group - in;
GrpOut: hunting group - out;
Pulse: pulse sending;
MFSend: sending DTMF tones;
SetOut: extension out of service;
Alpha: Alphapage connection.

Note: These functions may also be consulted and activated on a free extension by pressing the following keys:



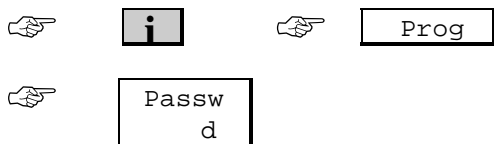
When you select a function using this method, the name of the function is displayed as well as its feature code. As an alternative, this feature code may be dialled directly on the keypad to activate the function.

Programming the Contrast



To adjust the contrast on your display, choose from the four available levels.

Programming the Password



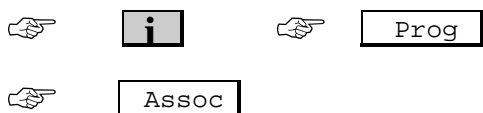
Then enter your current password (the default value is 0000).

The display will ask you to enter your new password. You will then be asked to enter it for a second time for verification.

If the new password has been accepted, the display will confirm that the change has been made.

Should you forget your personal code please contact the system administrator.

Programming the Associated Number



Your screen will show the name and number of your current associate extension.

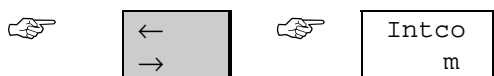
To change the current associate extension:



Enter your password. (The default value is 0000.)

Then enter the number of the extension you wish as your new associate extension.

Programming the Intercom List



The intercom list is a list of up to ten users who may access your extension in intercom mode. To modify this list:



Your display will ask you to enter the number you wish to add to the list.

Enter the number and exit programming.

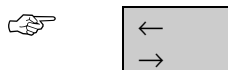
Checking the Identity of the Extension

To check an extension's number and user:

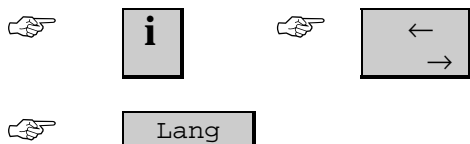


The user's name appears on screen.

To view the extension number:



Programming the Language

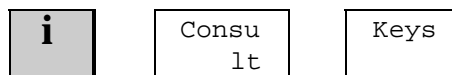


You may now alter the language of the display by pressing the soft key for one of the following options:

- GB** for English;
- F** for French;
- D** for German;
- SP** for Spanish;
- P** for Portuguese;
- NL** for Dutch;
- DK** for Danish;
- I** for Italian;
- A** for Austrian.

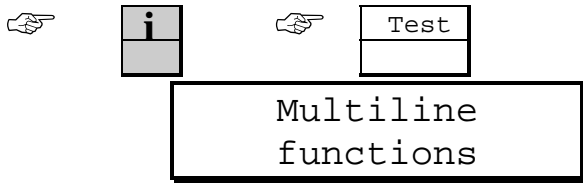
Consulting the Keys

To display what has already been programmed on a key:



Testing the Extension

This test makes it possible to check the functioning of the display, the icons, the LED's and the ringing of the extension.



Multiline operation is an optional feature of the 4400 system. It means that you have more than one line on your extension. Several of the programmable keys may be used as line keys, to make and receive calls.

One option allows you to have more than one number which may be used to call your extension. Alternatively, your extension may have one number but several lines.

Whether your extension is programmed with one or a combination of the above options, you are able to deal with several calls at the same time.

Manager / Secretary Screening

One of the major features of multiline operation is manager / secretary screening. Manager / secretary screening is the specific configuration of at least two multiline extensions.

This feature allows a secretary to screen some or all of a manager's calls.


Manager / secretary screening may only be defined by your system administrator. For further advice on how your extension has been set up contact this person.

Using Multi-Lines

To hold a call:

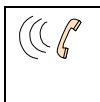
 the appropriate line key.

To reconnect to the caller:

 the same line key.

To answer another line:

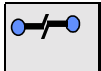
☞ the flashing
line key.



The first call is automatically held. To return to the first call:

☞ the appropriate line key.

If a call is completed:

☞  then the line key of the call you are reconnecting to.

Multiline functions
(cont.)

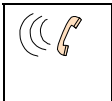

Manager Extension






In addition to the standard features available on your Alcatel 4400 extension, you will have extra keys programmed specifically for manager/secretary working :

Secretary key

This key allows you to make or take a direct call to your secretary.

The icon associated with this key allows the manager to supervise the status of the Secretary extension at all times.

- Free station/ringing icon
unlit
- Secretary calling  flashin
g
- Secretary busy  li
t

- Official secretary absent,   lit
overflow secretary present.
- Official secretary absent,    flashing
there is no
overflow secretary, or official secretary
and overflow secretary absent.

If you are working with several secretaries, you will need to allocate a different key to each secretary.

Screening Keys

These keys allow you to use a screening feature on your incoming calls. Each of the keys is linked to a list (or "table") of numbers.

Note: The screening tables are defined by the system manager.

Screened



The SCREENED table allows only callers listed in the table to directly call the Manager extension.

No Screen

The UNSCREENED table directs the callers listed in the table to the Secretary extension. All other callers may call the Manager extension directly.

Note: You may have several of each screening key, but you may not activate a SCREENED and an UNSCREENED table simultaneously.

The icons associated with the screen keys signal as follows:

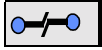
- Feature activated 
- Feature activated but secretary and overflow secretary absent. (flashing) 

When you activate or deactivate a screening key, to confirm your action:



If the secretary is absent, screening is cancelled and the calls are received directly at the Manager extension.

If you work with several secretaries, after selecting the screening key, press the appropriate Secretary key. To confirm your selection:



Exec Mail

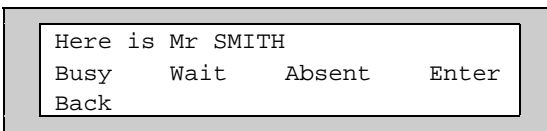
This feature allows your secretary to send a short mail message directly onto your display. A message may be sent when your extension is free or when you are in conversation.

You do not need to be interrupted during a call and if your extension is free, you do not need to lift the receiver.

The soft keys will allow you to send back a pre-programmed message.

If you receive a message, the text of the message appears on the top line of the display.

The bottom line offers you 5 possible replies:



The choice of replies will be taken from the following list:

Busy:	I am busy;
Wait:	One moment please;
Absent:	I am absent;
Enter:	Tell them to come in;
ICaBk:	I'll call again later;
HeCaBk:	Tell them to call back;
I Take:	I'll take the call;
Coming:	I am coming;
Cancel:	Please cancel;
Moment:	Tell them to wait;
Back:	Please deal with it.

Note: This mail function is only available between two 4034 extensions.

Screening Supervision


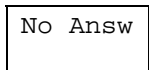
If your extension has a Supervision key, you may supervise the call being screened once it rings on the Secretary extension.


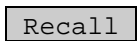



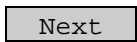

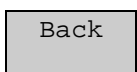
When a screened call arrives on the Secretary extension, it is signalled on your display and by the icon for the Supervision key.

During the ringing phase you may pick up the call by pressing the relevant Supervision key.

ISDN Key

This key allows direct seizure of an ISDN line giving access to ISDN complementary features, for example; calling line identification.

When the icons are  it indicates that lit i.e. there is data in the ISDN directory. This may have been an unanswered ISDN call to your extension. By  it is possible to view the pressing received. last ISDN calls

- | | | |
|---|---|---------------------------------|
|  |  | will call them |
|  |  | will save them for recall later |
|  |  | will view the next |
|  |  | returns to the main menu. |

By pressing

Secrt →

 you may elect to send your number to the distant party. By pressing the same key

Secrt

 it changes to inhibit transmission of your identity.

Secretary Extension





In addition to the standard features available on your Alcatel 4400 extension, you will have certain extra keys at your disposal:

Manager key

This key allows you to make a direct call to (or to receive a call from) your manager.

When you press the Manager key your call is signalled on the Secretary key of the Manager extension.

The icon associated to this key allows the secretary to supervise the status of the Manager extension.

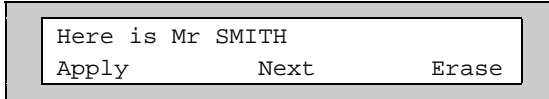
- Station free/ringing  icon unlit
- Manager calling  flashing
- Manager busy  lit
- The manager has activated screening  lit

If you are working with several managers, you will need to allocate a different key to each manager.

Exec Mail Key

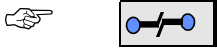
This feature allows you to send a message (which is predefined or to be completed) directly onto the display of the Manager extension.

The Manager extension may be free or busy when you activate the Exec Mail key:



Apply: to send the chosen message;
Next: to scroll through the list of possible messages;
Erase: to erase the last character entered.

To exit mail mode:



Note: This mail function is only available between two 4034 extensions.

Screened Calls

If your manager has activated a screening key, you will receive certain calls. A call initially destined for your manager which arrives at your extension will be shown as follows:

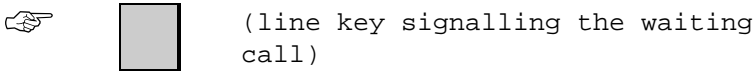
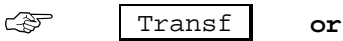
3: 1142	EXEC	calls
TOM	IAN	RECEP MGR

Your manager may take up the call at this point by pressing the Supervision key.

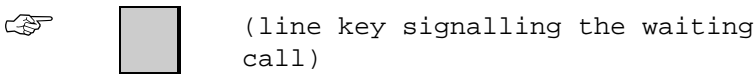
If your manager does not intervene, you may automatically place the caller on hold and call the manager extension:



If your manager accepts the call:



If your manager does not wish to take the call, hang up and then:





You are now back in conversation with the caller.

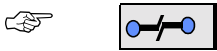
Absent key

This key allows you to advise the manager of your absence.

The icon associated with the Absent key signal as follows:

- Manager has activated screening 
- You have activated your Absent key 
(flashing)

When you activate or deactivate the Absent key, to confirm your action:



If there is an Overflow secretary extension, when the secretary is absent, the calls will be received at that extension.

If there is no Overflow secretary extension, screening is cancelled and the manager's calls arrive directly at the Manager extension.

Overflow Secretary Extension






In manager/secretary configuration there may be an " overflow secretary" . When the Absent key is activated on the Secretary extension, the " overflow secretary" acts as official secretary.

Manager key

This key allows you to make a direct call to (or to receive a call from) your manager when the " overflow secretary" feature has been activated.

When you press the Manager key your call is signalled on the Secretary key of the Manager extension.

The icon associated to this key allows the secretary to supervise the status of the Manager extension.

- Overflow function not activated  icon unlit
- Official secretary absent, overflow activated, manager station free/ringing  lit
- Manager calling  flashing
- Manager busy  lit
- The manager has activated screening  lit



If you are working with several managers, a different key will need to be allocated to each manager.

If the " overflow secretary" feature is not activated, the Manager key may be used to call the Manager directly (as a personal memory key).

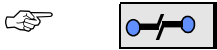
Absent secretary key

This key allows you to indicate your absence to your manager.

The icons associated with this key signal as follows:

- Manager has activated screening 
- You have activated your Absent secretary key. 
(flashing)

When you activate or deactivate the Absent key, to confirm your action:



Glossary

Account code

A specified code which may be entered when making an external call, so that calls may be charged to certain projects or clients.

Associated extension

If your extension is linked to another extension on the system, this extension is known as your associated extension.

Back and forth

If you have two calls in progress on your extension you may 'shuttle' between the two, talking to each one, without the other being able to hear.

Call parking

If you answer a call on someone else's extension, you may 'park' the call, so that you may return to your own extension and retrieve the call from there.

Call pick up

To answer a call that is ringing on another extension.

Call back

You may book a request for a busy or unanswered extension to call you back.

Category of service

Each extension on the system is given its own class of service (COS). Your COS determines the system features you are allowed to use, and what types of outside calls you can make. For example, you may be allowed to make any type of call, including international, or you may be restricted to local calls only.

Charge counters

The charging counters on your extension indicate the cost or the number of units used during your last call, as well as the total amount of time or units used since your counter was last reset.

Conference call

This allows three callers to carry out a conversation together.

DTMF

Dual Tone Multi Frequency - a method of sending signals over a telephone link. Each digit dialled represents a combination of tones.

Glossary (cont.)

Enquiry call

During a call you may call a second person. As soon as you dial the second number, the first call is automatically put on hold. When you have finished your enquiry call you may return to your initial call.

Feature codes

Most of the programmable features may be activated by dialling a specific number (see page 1).

" Follow me" forwarding

When you are away from your own extension, " follow me" forwarding allows you to receive your calls at your current extension. This feature is activated at the destination extension.

Forwarding

Redirecting calls to another destination.

Hold

You may place a call on hold in order to carry out another function or to prevent the caller from hearing you.

Hunting group

A group of extensions which are linked by a code number. When this number is dialled the system 'hunts' for a free extension within the group. Any extension within a group may answer a group call by entering a feature code.

Intrusion

If an extension or line is busy you may be authorised to intrude on that extension, in order to contact the person urgently.

Multiline operation

This optional feature allows you to have several lines on your extension. You may therefore deal with several calls at the same time.

Paging

If you dial an extension and receive no response, it may be possible to contact the user via a pager.

Glossary (cont.)

Personal code

A code which is used when accessing advanced features.

Redial

To call again the last external number dialled.

Substitution

When you are away from your own extension, substitution allows you to use your current extension as if it were your own. You effectively substitute one extension and its features for another. This feature is deactivated once you replace the handset.

System memory numbers

A list of numbers which are programmed in a central memory by the installer or operator. They are used for abbreviated dialling.

Transfer

To send a call from your extension to another.

Wait on

If the extension you called is busy you may "wait on" that extension. The extension will be informed that you are waiting by an audible tone.

The information contained in this Guide was complete and accurate at the time of printing. The product covered by this Guide comprises a range of components; accordingly, some information may not be applicable to a particular situation.

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